

## • Cabrillo Pavilion Arts Center Guidelines •

### General

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- A Building Monitor is on duty at all events. Please check with that individual upon arrival and departure and if any problems should arise. At the end of the event, the Building Monitor will walk through the facility with the renter to ensure that the facility is left as it was found.
- Equipment must be dropped off and picked up during the rental span of time. Absolutely no items may be left overnight.
- Renter may not enter earlier than the start of the rental time.
- People and/or equipment are not allowed on the stairs or balcony area, with the exception of decorations on the banister or balcony railings.
- Track lights, plants or paintings are not to be moved.
- Depending on the number of minors (under 21 years old) or if alcohol is at an event, we reserve the right to require uniformed security or childcare.
- The patio is included with your rental. (§ 7597Smoking prohibition - No public employee or member of the public shall smoke any tobacco product inside a public building, or in an outdoor area within 20 feet of a main exit, entrance, or operable window of a public building.
- Dogs, cats, birds and other pets are not allowed in any indoor facility at any time with the exception of service animals individually trained to provide assistance to an individual with a disability (i.e. guide dogs or signal dogs)
- The facility has no control over special events occurring on the beach.
- Your refundable security deposit will be withheld if rules and policies are not adhered to or damages and excess staff hours occur.

### Catering

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- There are no cooking facilities on the premises. The warming box in the kitchen is only designed to maintain food at 220° F. Commercial baking sheets should be provided to hold chafing dishes within the box.
- **To reserve parking for your catering needs, call the Waterfront Parking Department at (805)897-1965 or 564-5523.**
- Propane burners are not allowed inside the facility. Only electric warmers in the kitchen area and sternos in the ballroom are allowed.
- All trash or recycling must be put in garbage bags, tied at the top and put into the Marborg trash or recycling dumpsters located in the Cabrillo East parking lot next to the building. Garbage bags are provided by the facility.
- Do not adjust the thermostat on the refrigerator. It is set at the proper temperature. Any unauthorized adjustment by the caterer that requires repair of the system will be billed to the renter.
- Self-catering (i.e. food brought in and you handle your clean up) is allowed, however, your security deposit will be doubled to ensure cleanup at the end of your event.

### Beverages

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- All alcohol is allowed with the exception of keg beer. It may be served for five (5) hours only per day.
- If alcohol is sold or purchased from your caterer, a permit from the Alcohol Beverage Control board must be obtained and displayed during the event. (See ABC rules)
- Alcohol is not allowed at events meant for young people between the ages of 13 - 20 years of age.
- *It is unlawful to serve alcohol to minors or persons who are visibly intoxicated and that the City of Santa Barbara Parks and Recreation employees have the authority to suspend the service of alcohol if they observe minors drinking on the premises or if behaviors associated with the excessive intoxication are observed on the premises.*
- Renter must provide bucket containers for chilling and storing the alcohol. Do not use the kitchen trash cans for this purpose. Also, bar mats are provided. Bucket containers must sit on bar mats and not directly on carpet, linoleum or wood.
- Do not dump ice and/or liquids on the plants within the building, on the patios or on the surrounding grounds of the building. Dump all ice in the kitchen sink and run warm water over it to melt.
- We offer recycling of glass bottles and cans at this facility. The renter is responsible for taking bottles and cans to the recycling dumpster located in the Cabrillo East parking lot.

### Tables, Chairs and other Equipment

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- Our rental price for tables and chairs includes the set-up and take-down of this furniture.
- We have an assortment of 6 foot banquet tables, 60 inch round tables, three - 48 inch round table and 200 chiavari style chairs.
- Linens, dishware, glassware and silverware are not provided. They need to be rented and brought in during your rental span of time.
- There is a dance floor at this facility. You may choose 18' x 18' or 15' x 15' depending on your event.

- There is a 7' x 7' projection screen at this facility. You must provide your own projector, microphone or a public address system.

### Decorations

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- No open candle flames are allowed. They must be enclosed in a votive or hurricane glass covering.
- No sequins, glitter, confetti, silly string, rice or birdseed allowed in or around the building.
- No nails, staples, thumbtacks or tape with permanent adhesive may be used on the walls to hang decorations.
- If extension cords are used, they must be taped down to the carpeting.
- If ladders are used to hang decorations, there must be a person on the ground keeping the ladder steady.
- **City of Santa Barbara / Fire Department – does not allow sparklers, fireworks, fire pits, beach fires, floating fire lanterns, or gasoline on site.**

### Setup and Clean Up

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- Generally caterers need 2-3 hours of setup time for an event at Cabrillo Pavilion Arts Center; this is considered as part of your rental time.
- Our tables, chairs, etc. will already be in place before your “start time.” Setup may not occur prior to this time.
- During your last rental hour, you are expected to move out any items brought in by you or your vendors. This includes party rentals (linens, dishware, glassware, etc.), food, beverage, decorations, gifts, music and audio-visual equipment and anything else specifically used for your event.
- You or your caterer must bag, tie and dump any food/beverage trash next to the garbage can outside.
- You must leave the kitchen in the same condition as it was found, but are not required to vacuum as the cleaning fee pays for a cleaning service to do that work.

### Music

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- Music, Bands and/or DJ's are permitted to play until midnight on the weekends and 11pm on weekdays. We suggest that music stop one (1) hour prior to the end of event to allow sufficient clean-up time.
- If extension cords are used, they must be taped down to the carpeting.

## **Additional Facility Information Cabrillo Pavilion Arts Center**

### **Rental Availability**

*The Cabrillo Pavilion Arts Center is a popular spot for all special occasions, especially wedding receptions. Saturdays are the most popular rental day of the week and usually book a year in advance. Sundays and Fridays are increasing in popularity, so it pays to plan well in advance. Weekday rentals must end at 11pm. Weekend rentals must end at 12am, and cleanup completed by 1am.*

### **Viewing the Facility**

*The Cabrillo Pavilion is open for viewing Monday through Friday from 9am to 5pm unless there is an event in the building. Please call ahead to check the schedule before visiting us. On weekends, you may "peek in" during the first hour of an event's setup if there is a rental booking in the building. Since our Facility Rental Coordinator, Leslie Lund does not work on weekends and the Building Monitor is there to assist the event, we ask that you look around by yourselves and call us with any further questions during the weekdays. Again, please call us ahead of time to find out when to come in.*

### **Parking**

*The Cabrillo West and the Cabrillo East public parking lots on either side of the Center are not included in the rental price. They are managed by the City's Waterfront Parking Department. Please contact the Waterfront Department at (805)564-5523 or (805)897-1965 regarding guest or catering parking.*

### **Wedding Ceremonies**

*Most people use this facility for receptions only, though wedding ceremonies take place here as well. The ballroom is one large room. If you choose to arrange the room in a "church-like" manner for the ceremony, your caterer's staff will need to reconfigure the room for the reception. A less traditional approach but one requiring less reconfiguring is to set up the room for the reception and have the guests view the ceremony from their "dining" seats.*

*The adjacent conference room is available for free on Saturdays, Sundays and holidays and can be used as the bridal changing area and/or to hold the wedding gifts.*

### **Using the Beach**

*Our city beaches can be rented for your wedding ceremony. Please check with us regarding availability.*

### **Annual Beach Events**

*Through the year and especially during the summer months, the beach hosts many public sporting and special events. Our facility has no control over these events and as they often book less than a year in advance, we generally do not have exact dates for these events at the time of your booking.*

### **"10 Day Tentative Hold" vs. "Confirm and Book" a Date**

*Once you decide to rent Cabrillo Pavilion Arts Center and have determined a date, you can either put a "10-day tentative hold" for the date (no money down) or "confirm and book" the date. Most people opt for the tentative hold to give them the opportunity to line up other aspects of their event (i.e. ceremony site, checking hotel availability, etc.) At the end of the 10 days, you must either confirm and book or release the date. Once the date is booked, we'll confirm it and initiate a rental contract. We cannot accept any money until this paperwork is in place.*

*To confirm a date and start the rental paperwork process, contact Leslie Lund, Facility Rental Coordinator, at (805) 897-1983 or by email at [LLUND@SantaBarbaraCA.gov](mailto:LLUND@SantaBarbaraCA.gov).*

### **Insurance**

*Insurance is not required for private events since we have a building monitor present. Insurance is required for public special events.*

### **Cancellation Policy**

*The initial \$300 reservation fee is non-refundable. If the event is cancelled within 10 working days of the event, 100% of the security deposit is refunded and 90% of the remaining fees (other than the reservation fee) will be refunded.*

### **Other Facilities/Sites**

*If you are planning a smaller event, we do have two other facilities that will accommodate fewer than 100 guests. Additionally, if you are interested in an outdoor site, we have spectacular, outdoor beachfront park locations available for rental. Please contact us for further information.*